

**SOUTH MISSISSIPPI REGIONAL CENTER
VACANCY ANNOUNCEMENT
February 29, 2016**

POSITION: Contract Support Coordinator

WORK LOCATION: HCBS WAIVER SUPPORT COORDINATION—Long Beach

PAY: \$20/hour

WORK SCHEDULE: Monday through Friday, 8:00 a.m. to 4:30 p.m., and with variations as required per DMH Operational Standards.

RESPONSIBILITIES: Manage and maintain ID/DD Waiver individual caseload. Coordinate and monitor all services ID/DD Waiver recipients receive. Ensure services are appropriate, provide supports, and ensure the individuals' health and welfare needs are met. Develop and maintain person centered plans of services and supports coordinate identified supports and services through regular monthly contact, face to face quarterly reviews, and annual assessment and re-certification meetings. Areas of competency include self-management and development, accountability, integrity and honesty. Attention to detail, organizational skills, as well as the ability to articulate with written and verbal communication are a necessity. The job requires the application of pertinent state and federal regulations as well as agency and program policy and procedures. Must maintain eligibility to drive a state vehicle.

QUALIFICATIONS: A Master's or Bachelor's Degree in a mental health, intellectual/developmental disabilities, or related field (psychology, social work, counseling, special education) from an accredited college or university. Must have a Department of Mental Health (DMH) Certified Community Support Specialist credential or be eligible to obtain a Provisional Certification per DMH PLACE and must maintain credential. Two (2) years of working as a Support Coordinator or in a related role.

APPLICATIONS: Applicants may apply at South MS Regional Center Human Resources Department by March 14, 2016. Must present original degree or transcripts as proof of education at the time of application. For more information, contact Tracy Brown, Support Coordination Director, 228-867-1324.